

A1
12. (Amended) The data storage method of claim 1, wherein said document information includes at least one of: a collection name; a file name; subcategory information; location information; owner information; creator information; cross reference information; status information; history information; geographical information; and archive information.

17. (Amended) A method for storing a document, comprising:
conducting a search for existing records of a [library]record management system referencing said document;

A2
submitting a request to add said document to said [library]record management system if said search indicates that said document is not referenced in said [library]record management system, said request identifying at least a type of said document;
entering document data in a data entry template, said data entry template selected based at least in part on said type of said document.

Please add the following NEW claims 22-24

A3
22. (NEW) A data storage system, comprising:
means for receiving document information associated with a document to be stored;
means for generating a pending record containing said document information;
means for verifying said document information; and
means for generating an active record if said verifying is successful.

23. (NEW) A data storage apparatus, comprising:
a processor;
a communications device, in communication with said processor, receiving data; and
a memory unit in communication with said processor and storing a program, wherein the processor is operative with the program to:
receive document information associated with a document to be stored;
generate a pending record containing said document information;
verify said document information; and
generate an active record if said verifying is successful.